18 December 1953

MEMORIANDEM FOR: Chief, Printing Advisory Steff Chief, Records Services Division

Ohisf, Printing and Reproduction Division

Chief, Space, Maintenance and Pacilities Division

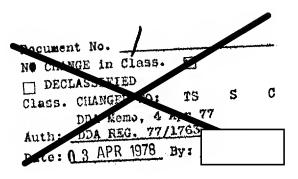
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Saturday Daty

- 1. Meference is made to Ceneral Services Office Regulation Womber 180-20-650-1 dated & December 1953, Subject: Saturday Daty in the Semeral Services Office.
- 2. The present procedure of baying personnel work overtine on Saturdays to provide coverage in the Office of the Chief and each of the three divisions of the General Gardens Office will be replaced by the procedure set forth in the above mentioned revelation effective 9 January 1956. It is believed that the new procedure will reduce overtime and at the same time provide adequate coverage for all Ceneral Corvices activities on Saturdays.
- 3. Sufficient copies of subject regulation are attached for distribution to all employees under your jurisdiction who will be sestuped faturday duty in accordence with subject regulation. However, in order to also insure compliance with paragraphs 20 and 2d of subject regulation, it is requested that you acquaint all your personnel with the contents of the regulation.

25X1A9A Concral Services Office

GEO/MEA:JA cc:chrono Duty Officer Bk. Subj.file



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